

Development Services Department
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Miami Gardens, Florida 33169
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www.miamigardens-fl.gov



OFFICE USE ONLY

Date Received: _____
Process No. _____
Project Location: _____

TEMPORARY SIGN PERMIT APPLICATION

TYPE OF APPLICATION:

- ☐ Construction - Typical
- ☐ Temporary Construction Fence Sign (TCFS)
- ☐ Real Estate (Residential / Non-Residential)
- ☐ Costume/Mascot/Figurine Sign/s
- ☐ Entrance Feature Sign/s
- ☐ Other

Office Use Only

APPLICANT INFORMATION:

Name of Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone#: _____
Fax: _____ Email: _____

PROPERTY'S OWNER INFORMATION:

Owner's Name (Provide name of ALL owners): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone#: _____
Fax: _____ Email: _____

BUSINESS INFORMATION:

Business Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone#: _____
Fax: _____ Email: _____

OTHER INFORMATION:

1. **FOLIO** Number(s) of property: _____

2. Is this application a result of a violation notice? ☐ no ☐ yes. If yes, explain and attach copy of violation: _____

CHECKLIST SUBMITTAL

The following items must be submitted with this application:

<u>Required</u>	<u>Provided</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	Application – two (2) original <u>completely</u> filled out and properly executed.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan or Survey of Property – one (1) copy – showing entire property and location of business.
<input type="checkbox"/>	<input type="checkbox"/>	Plans – four (4) copies – drawing/pictures/illustrations showing the following information: 1. Dimensions and square footage areas 2. Location / Placement of sign(s) showing setback dimensions 3. Sign copy and colors (if available)
<input type="checkbox"/>	<input type="checkbox"/>	Fees: See fee schedule below.

FEE SCHEDULE

<u>Description</u>	<u>Fee</u>	<u>Applicable</u>
Construction - Typical	\$50.00	_____
Real Estate (Residential / Non-Residential)	\$50.00	_____
Costume/Mascot/Figurine Signs	\$50.00	_____
Temporary Construction Fence Sign (TCFS)	\$150.00	_____
Entrance Feature Sign	750.00	_____
Miscellaneous (to be applied by Director)	\$150.00	_____
Violation	Doubles	_____
Subtotal		_____
Less discount of 60% for first year (Until 02/13/2010)		_____
Subtotal		_____
Surcharge of 15%		_____
Grand Total		_____

NOTE: Please make all checks payable to 'City of Miami Gardens' / Cash, Credit or Debit accepted

APPLICANT AFFIDAVIT

I hereby affirm that consent from the property owner has been granted and I am hereby authorized to file this application for a Window Sign Permit. I understand this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning approval.

Applicant:

 Signature

 Print Name

DEFINITIONS

Banner. A temporary sign made of flexible, sturdy fabric or material and temporarily fixed to a building or structure, or mounted in the ground. Such signs shall include pennants, streamers, or other similar types signs.

Construction sign. A sign erected or maintained on the premises temporarily while undergoing construction by an architect, contractor, sub-contractor, developer or finance organization, or other type of affiliation with the construction, at which location such individual is furnishing labor, materials, or services and bearing the name(s) of same. Such signs shall be considered a temporary sign.

Inflatable/Balloon. A sign that is an inflatable structure and/or object of any size which may contain a display of copy or not, and intended to direct attention. Standard balloons with or without copy shall be considered an inflatable/balloon sign.

Mascot/Figurine/Costume Signs. Mascot/figurine/costume signs shall be defined as any figurine, costumed form, whether human or not, used or intended to be used as a commercial advertisement or announcement, that directs attention to a particular product, commodity or business enterprise.

Real estate sign. A sign that advertises the owner, or his agent, indicating property which is for rent, sale or lease.

Spot/Search light sign. A sign illuminating a spot light either stationary or in motion with the intention of attracting attention to the business, premises, activity or event.

Temporary Construction Fence Sign (TCFS). Signs affixed to, or integrated on construction fences and walls, as such fences and walls may be required for compliance to applicable regulations, and to shield and buffer construction sites from public view. TCFS are intended to include certain information and graphic material to identify, advertise, or draw attention to the proposed project.

I. TEMPORARY SIGNS

Temporary signs are permitted in the City for duration of time depending on the type of sign. Failure to remove a temporary sign within the permitted time-frame shall result in a violation of this Schedule.

Temporary signs shall be permitted subject to compliance to the following provisions:

(A) Construction Signs. One (1) development/project sign plus one (1) for each architect, contractor, sub-contractor, developer or finance organization at which location such individual is furnishing labor, materials, or services trade, financial institution, or sponsor.

1. **Sign Area.** Each sign shall not be greater than thirty two (32) square feet; however, the total sign area of all construction signs shall not exceed 256 square feet. Only the sign face shall be counted toward the maximum sign area allowed. There is no sign size limit if the sign is painted on an approved construction shed/trailer.
2. **Sign Height.** Maximum sign height shall be ten (10) feet, measured from the base of sign to the uppermost portion of the sign.
3. **Duration.** All construction signs shall be removed within fifteen (15) days after the certificate of occupancy for the structure is issued.
4. **Permit.** A sign permit shall not be required for a construction sign. The exemption from a sign permit shall not be construed to waive or otherwise exempt compliance with the Florida Building Code, or other provisions of this Schedule.

(B) Temporary Construction Fence Sign (TCFS). Temporary Construction Fence Signs (TCFS) shall be permitted subject to compliance with the following:

1. **Location.** Temporary Construction Fence Signs are permitted in all zoning districts. Such signs must be located on-site for real estate development projects, specifically at the construction site. Building permits must be issued for construction of the project in question prior to the construction or placement a TCFS. TCFS shall only be permitted along lot frontages on public rights-of-way.
2. **Setbacks.** The minimum setback for Temporary Construction Fence signs should be five (5) feet from the front property line or any right-of-way line, or shall meet the minimum standards for compliance with other applicable regulations.
3. **Landscape.** Landscape should be provided within the five (5) foot setback. At minimum, such landscape should include shrubs spaced a minimum of 36 inches on center, a minimum of 24 inches at planting, or some combination of setback and landscaping meeting the approval of the Director. Such landscape shall be maintained in acceptable condition for the duration that the fence exists.
4. **Modifications.** The Director shall have the authority, but no obligation, to modify said setbacks and landscape requirements based on a review of written justification that must be submitted by the Applicant. The Director shall have the authority to increase setbacks and minimum landscape requirements as deemed appropriate to the interests of the City of Miami Gardens.
5. **Size.** TCFS may be constructed up to eight (8) feet in height.
6. **Copy.** All copy shall be professionally prepared and affixed, and copy shall be limited to the following:
 7. Development Name
 8. Development Company
 9. Contact Phone Number
 10. Web Site
 11. Graphics/pictures of proposed development, buildings, people
 12. Sale price
13. **Lettering.** Lettering shall not exceed two (2%) percent of the sign surface area.
14. **Submittal.** The following items shall be submitted in the review of the TCFS application on a form approved by the City:
 15. Site plan/survey clearly depicting the location of the TCFS.
 16. Color illustration/elevation of the TWFS depicting the copy with dimensions of size and lettering.
17. **Review and Approval.** The Director shall review the content and design of all TCFS, and may impose any and all additional conditions deemed appropriate including but not limited to setbacks, content, size, length, material, color, lighting, and landscape.
18. **Duration.** TCFS shall be permitted up to one (1) year from approval, and may be extended for an additional period at discretion of the Director, providing just cause and reason is provided by the applicant. TCFS shall be removed within fifteen (15) days after the final certificate of occupancy for the structure(s) is issued.

(C) Political Campaign Signs Standards. One (1) sign per property per candidate or ballot issue.

1. **Sign Size.** The maximum size allowed shall be nine (9) square feet per sign on residential properties and thirty-two (32) square feet on nonresidential/mixed use properties.

2. **Setback.** Signs shall setback a minimum of five (5) feet from all property lines.
3. **Sign Location.** No sign shall be located within, on, or over public right-of-way, public lands, or utility poles, or be located in a required sight visibility triangle.
4. **Placement on Vacant Lots.** No political campaign sign shall be placed upon an unimproved lot without the written consent of the property owner filed with the City Clerk prior to posting of the sign.
5. **Signs on Vehicles or Machinery.** Political campaign signs placed on vehicles or machinery in residentially zoned property, except bumper stickers, shall not exceed 4 1/2 square feet and shall be securely fastened to the vehicle in order to ensure that the vehicle is capable of being operated in a safe manner upon the roads of the state.
6. **Prohibited.** Portable political campaign signs, except for those signs securely fastened to vehicles or machinery noted above, defined for purposes of this Schedule as signs not secured to the ground in accordance with the Building Code, shall be prohibited.
7. **Traffic Hazards.** Political campaign signs shall not be located on property in such a manner as to interfere with or present a hazard to the flow of traffic along the streets adjacent to the property upon which such sign is located. The City shall take appropriate actions to remove or cause such signs to be removed.
8. **Removal of Improper Political Campaign Signs.** Political campaign signs not posted in accordance with these regulations shall be subject to removal by the candidate, the property owner or the City. If the City removes the sign, the City shall deduct the cost and expense of removal from the posted cash bond.
9. **Duration.** Sign shall be erected no earlier than ninety (90) days prior to the first primary. Signs shall be removed within five (5) days after the last election which candidate or issue was on the ballot. Promoters, sponsors and candidates shall be responsible for compliance with the provisions in this section and shall remove signs promoting or endorsing their respective candidacies when such signs are displayed or used in violation of this section. Additionally, any private owner who fails to remove an unlawful special events sign from his or her property shall be deemed in violation of this section. Any sign not removed within this time frame shall be considered an abandoned sign and subject to removal without notice.
10. **Bond.** The City Council shall have the authority to require that each candidate in a municipal election and non-municipal elections, prior to the installation and/or construction of signs in accordance with this section, to post or cause to be posted with the City a refundable cash bond in an amount determined by the City Council as part of the customary procedure to establish such fees.
11. **Permit.** A sign permit shall not be required for a political sign. The exemption from a sign permit shall not be construed to waive or otherwise exempt compliance with the Florida Building Code, or other provisions of this Schedule.

(D). Real Estate Signs (Non-residential and Mix-Use Developments). A maximum of one (1) sign per lot frontage on a right-of-way, except that Properties with a lot frontage of five-hundred (500) linear feet or more are allowed a maximum of two (2) signs per lot frontage on right-of-way.

1. **Size.** Real Estate signs shall not exceed six (6) square feet when affixed to a window or building façade, and forty-four (44) square feet for freestanding real estate signs. The support structure of the freestanding sign shall not be counted towards the area of the sign.
2. **Setback.** Freestanding real estate signs shall setback a minimum of ten (10) feet from all property lines.
3. **Height.** Real estate signs shall be a maximum height of eight (8) feet.

4. **Spacing.** Real Estate signs shall be spaced a minimum of two-hundred fifty (250) feet apart when located on the same property, and spaced a minimum of one hundred (100) feet from real estate signs on other property. Real estate signs shall be spaced a minimum of five (5) feet from any other sign on the property.
5. **Location.** Freestanding real estate signs shall only be placed in landscaped areas of the property, and shall not be located in the sight distance triangle, and shall be placed at either a 45 degree or 90 degree angle to the right-of-way.
6. **Maintenance.** Real estate signs shall be maintained in good condition and readable and shall not be faded or weathered, and shall be replaced every twelve (12) months.
7. **Copy.** Sign copy shall only contain necessary copy directly related to the real estate activity/transaction for the property of which the sign is located. Advertising of products or services other than the real estate shall be prohibited.
8. **Duration.** Real Estate signs shall be permitted up to one (1) year from approval, and may be extended for an additional period at the discretion of the Director, providing just cause and reason is provided by the applicant. Real estate signs shall be removed within fifteen (15) days after the sale or transaction of the property.
9. **Permit.** A sign permit shall be required.
10. **Exception for Banners.**
 - a) **Size.** Real estate banner signs shall be allowed up to a maximum size of ten percent (10%) of the building façade area of which the banner is mounted.
 - b) **Location.** Real estate banner signs shall only be affixed or mounted to the building façade. Notwithstanding compliance with these standards, no real estate banner sign may be located on the property as to pose or create a hazardous or health safety concern.
 - c) **Permit.** A sign permit shall be required prior to the mounting of a real estate banner sign.

(E). Real Estate Signs (Single Family Residential, Individual Townhouse, Duplexes, and Similar Dwelling Units). Real estate signs shall be permitted subject to compliance to the following standards:

1. **Number.** One (1) real estate sign per property and one (1) open house real estate sign per property. Up to three (3) temporary off-premise open house directional signs per residential development for the purpose of providing directions to multiple new dwellings for sale or lease in said development, or per resale home.
2. **Size.** Each sign on the property shall not exceed four (4) square feet in area. Off-premise open house signs shall not exceed three (3) square feet in size.
3. **Setback.** Signs shall be setback a minimum of five (5) feet from any property line.
4. **Height.** Signs on the property shall be a maximum height of five (5) feet. Temporary off-premise open house signs shall not exceed a maximum height of two (2) feet.
5. **Location.** Open house Signs shall be free-standing attached to their own support anchored in the ground, and shall not be affixed to the building and shall not be located in the right-of-way. Permission to locate off-site open house signs shall be obtained from property owners. Signs located in the rights-of-way, or without property owner permission may be removed and discarded accordingly.
6. **Maintenance.** Signs and all supporting structures shall be maintained in good condition and readable and shall not be faded or weathered, and shall be replaced every twelve (12) months.
7. **Copy.** Real estate sign copy shall be limited to the "for sale" or "for rent", name of the agent, company, broker, phone number, address, web-site/email address, and other information as may be required by law or regulations. Open house directional sign copy shall be limited to "open house" and an address and/or directions.

8. **Duration.** Off-premise open house signs shall be permitted only during actual open house events and only between the hours of 9:00 a.m. on Fridays to 10:00 p.m. on Sundays. These hours shall be extended to include federal holidays.
9. **Permit.** A sign permit shall not be required. The exemption from a sign permit shall not be construed to waive or otherwise exempt compliance with the Florida Building Code, or other provisions of this Schedule.

(F). Banner Signs. Banner signs shall be permitted subject to compliance to the following standards:

1. **Number of Signs.** One (1) banner sign shall be permitted per tenant/use in conjunction with an event conducted pursuant to a dedication, a grand opening, going out of business, promotion or sales event; or as a temporary wall sign. No more than three (3) banner signs shall be permitted at any one time at a multi-tenant/multi-use development.
2. **Sign Size.** Up to fifty (50) square feet maximum.
3. **Setback.** Freestanding banner signs shall be setback a minimum of seven (7) feet from all right-of-way lines.
4. **Location.** Freestanding banner signs shall only be located in a landscaped area, and shall not be located in the sight distance triangle. Banner signs may be affixed to a building or fence or other structure on the property, subject to all applicable standards set forth herein. Notwithstanding, no banner sign may be located on the property as to pose or create a hazardous or health safety concern. Temporary banner wall signs shall only be affixed or mounted to the building façade at a location as a wall sign may be approved.
5. **Spacing.** Freestanding banner signs shall be spaced a minimum of ten (10) feet from any other freestanding sign, and spaced one hundred (100) feet from any other banner sign; and banner signs affixed to a wall or fence shall be spaced a minimum of five (5) feet from any other wall sign.
6. **Duration.** Each tenant/single may be issued only two (2) banner sign permits per calendar year which shall be valid for a period of thirty (30) consecutive days up until January 7, 2011; after which time, only one (1) banner sign permit may be issued per calendar year for a period of forty five (45) consecutive days. Temporary banner sign permits shall only be valid for a period of sixty (60) days.
7. **Permit.** A sign permit shall be required for a banner sign. **Exception.** Banner signs erected in connection with a city sponsored or approved special event shall be exempt from these standards.

(G). Inflatable/Balloon Signs. Inflatable/balloon signs shall be permitted provided they are in compliance with the following standards:

1. **Number.** The maximum number of inflatable/balloon signs shall be limited to one (1).
2. **Size.** Inflatable/Balloon signs shall have maximum size of thirty two (32) feet in height and twenty (25) feet in width.
3. **Setback.** Inflatable/balloon signs shall setback a minimum of fifteen (15) feet from all property lines.
4. **Location.** Inflatable/balloon signs shall only be located on non-residential, mix-use properties. Signs may be located in the front of buildings, on roof tops, and on the property as to not occupy parking areas, drive aisles, and shall not impede traffic or pedestrian flow, or create an unsafe or hazardous situation on or off the property.
5. **Duration.** Inflatable/balloon signs shall be permitted up to four (4) times each calendar year per property. No more than once each calendar quarter per applicant or per multi-tenant/multi-use property. Maximum of seventeen (17) days per sign during any one (1) calendar quarter.

6. **Copy.** Copy on the inflatable/balloon signs shall be limited to the business, or organization, or event name, and the primary product or service.
7. **Height.** Maximum of thirty-two (32) feet above the rooftop of the building in which the advertised use or occupant is located. Rooftop installations require the written consent of the property owner.
8. **Permit.** A sign permit shall not be required for an inflatable/balloon sign. The exemption from a sign permit shall not be construed to waive or otherwise exempt compliance with the Florida Building Code, or other provisions of this Schedule.

(H). Spot/Search Light Sign. Spot/search light signs shall be permitted provided they are in compliance with the following standards:

1. **Number.** The maximum number of spot light signs shall be limited to one (1). One (1) sign shall have a maximum of up to four (4) individual spot lights.
2. **Setback.** Spot light signs shall setback a minimum of fifteen (15) feet from all property lines.
3. **Location.** Spot light signs shall only be located on non-residential, mix-use properties. Signs may be located in the front of buildings, and on the property as to not occupy parking areas, drive aisles, and shall not impede traffic or pedestrian flow, or create an unsafe or hazardous situation on or off the property.
4. **Duration.** Spot light sign shall be permitted per property or development up to three (3) times per calendar year for up to a maximum of three (3) consecutive days at any one time.
5. **Copy.** Illumination of copy shall not be permitted.
6. **Permit.** A sign permit shall not be required for a spot light sign. The exemption from a sign permit shall not be construed to waive or otherwise exempt compliance with the Florida Building Code, or other provisions of this Schedule.

(I). National Event Signage. National event signage shall be permitted in compliance with Ordinance No. 1997-06-16.

(J). Mascot/Figurine/Costume signs. Mascot/Figurine/Costume signs shall be permitted until February XX, 2011, provided they are in compliance the standards set forth below, at which time they shall be expressly prohibited:

1. **Number.** The maximum number of signs shall be limited to one (1) per single use development and one (1) per multi-use/multi-tenant development, for a period of up to one hundred twenty (120) consecutive days, once per calendar year.
2. **Location.** Signs shall only be located on single use developments, multiuse/multi-tenant developments, non-residential developments, or mix-use developments. Such signs shall only be displayed within the property and at ground level.
3. **Copy.** Signs shall have a direct and logical and practical association with the business sponsoring such sign.
4. **Permit.** A sign permit shall be required for a costume and mascot sign.
5. **Prohibited.** It shall be prohibited to display a costume or mascot sign on public rights-of-way, sidewalks, roof-tops or stories above ground level, in parking and drive aisles or as to impede traffic or pedestrian flow, or to create an unsafe or hazardous situation on or off the property. The mascot/figurine/costume sign shall be prohibited to hold, carry or display any other type of sign, except as approved by the sign permit.